

3 August 1973

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MEMORANDUM FOR:

FROM:

SUBJECT:

Summer Internship

1. Processing and Entry on Duty:

a. I had no problems with processing or with entry on duty. Everyone involved with my processing was efficient, courteous, and helpful.

b. Though I had no problems with entry on duty, there are several things related to this process which I think could be improved. During my first week here, like other new employees, I received an all day security briefing. The briefing was entertaining, but seemed to contain little information about actual security procedures people should follow.

I encountered another weakness in the security program when I went to the badge office. Before being issued a badge I was supposed to read a booklet on security regulations. The people in the office seemed to be somewhat in a hurry to get people processed, and didn't really give one enough time to read the booklet. This push to get one processed was subtle, and unintentional; but nevertheless existed. Before I finished reading, I was asked to be photographed and to be fingerprinted; and that made me feel that I was taking too long to read.

The pamphlet itself spent too much time explaining who was responsible to whom for implementing what, and spent too little time explaining the actual security regulations. The booklet is nice if one holds a position of high responsibility and is charged with security; but it tells the average new employee almost nothing. A simplified version is needed.

I noticed one other security problem. People new to the Washington area have to find housing, arrange for utilities, and establish some type of banking system. In each case the newcomer is asked to provide a great deal of personal information including employer, place of business, immediate supervisor, and business phone. I do not remember being given any instructions about how to answer these questions before I had actually entered on duty. By that time it is already too late.

c. I feel that some type of get acquainted get together for the interns is very useful at the beginning of the program; however, I did not feel that our social hour was particularly effective. For one thing, it was held too late in the afternoon thus creating transportation problems. Also I felt the cost was a little excessive since I do not drink a lot and there was little food available. Perhaps a better solution would be to meet informally for a short period before lunch and then to have lunch together as a group before beginning our first afternoon of briefings.

2. Work Assignment:

I spent the summer working on the Intelligence Mapping Program. This assignment fitted in very well with both my training as a geographer, and my past experience in military intelligence. I enjoyed working in the program. I liked the type of work involved in the project. I liked being able to begin a project and to see it through to completion, and I liked feeling that I was producing a useful piece of intelligence. It would be difficult to find a work assignment that better meshed with my own likes and skills.

3. Treatment in Office:

Working in Far East/Pacific Branch, Geography Division, OBGI was a pleasant experience. Everyone in the branch from the branch chief to the secretaries was friendly and quite helpful. Especially helpful were [REDACTED]

[REDACTED] my branch chief was kind enough to take the time to arrange tours of other Agency units which were not included in the Summer Intern Program. [REDACTED] provided invaluable assistance by helping me with both my work and my understanding of Agency organization.

4. Briefings:

The series of briefings that we received did an admirable job of presenting an overall view of the Agency's mission and general organization. The success of these briefings largely resulted from our being briefed by the DCI and his deputies. The informal atmosphere and our being allowed to ask questions permitted us to develop what, I think, are fairly accurate impressions of how the Agency is run and what the men who run it are like. In my own case, the impressions made by these men were quite favorable, and were due, in part, to the candor with which they answered our questions. This definitely improves the public image of the Agency.

To my mind, the most interesting briefings were presented by Mr. Colby, Mr. Walsh, and Mr. Duckett. The least effective briefings were by ONE and OCI. I think this was because the briefings by ONE and OCI seemed to be more formally structured and were a bit dry and boring.

5. Suggestions:

Please don't use so many acronyms when we first come on board. After 6 weeks I am just beginning to get them all straight. This leads to another problem. Even though we were given a quite necessary briefing on the CIA organizational structure at the beginning of our briefings it didn't stick very well because of the problem of connecting full titles with their acronyms. It would help if some type of organization chart could be provided for study to our offices. I realize that such a chart would be classified, and thus would have to remain in secured areas.

One problem with the briefings was that if you could not remember the general organization of the Agency it was difficult to see how an individual briefing fit into the larger framework. This could be corrected by giving us a short explanation of the logic behind the organization of briefings and the goals of the briefings. This explanation could be given in 10 or 15 minutes during our first meeting. Perhaps this would not even be necessary if we had access to organizational charts.

6. Future Plans:

My plans for the immediate future are to return to school this fall and to continue work on my Master's Degree. The more distant future is more uncertain, since I am not sure when I will finish my present degree program. My plans will also depend on the future condition of the job market, and opportunities to continue my education. If next year is stimulating academically, I will probably start on a Ph.D. program in the fall of 1974. If that happens I would like to again work in the Agency as a Summer Intern next summer. Presently I am considering career employment in the Agency once my academic education is completed, but that decision will have to wait until I know with certainty when my schooling will end.

7. Several Comments:

Participation in the Summer Intern Program has been a valuable and highly rewarding experience. The program has increased my knowledge of certain geographical areas. It has given me a better, and more favorable view towards the Agency's mission and towards the people who work here. I have enjoyed my association with the people in my branch, and feel rewarded since my efforts have been directed towards the production of a useful intelligence item. Finally the program has provided valuable insights into the daily operation of a large governmental organization.

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